



CHARLESTON AFB

Supplement 1

1 NOVEMBER 1996

Flying Operations

**AIRCREW STANDARDIZATION/EVALUATION
PROGRAM ORGANIZATION AND
ADMINISTRATION LOCAL OPERATING
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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BASE SUPPLEMENT 1

AFI 11-408/AMC1

7.1. Purpose. The purpose of this chapter is to establish certain administrative procedures and supplement AFI 11-408/AMC1 with 437th and 315th Airlift Wing (AW) requirements. This supplement also incorporates guidance from 15 AF and 21 AF Memorandum, AFI 11-408 Guidance dated 1 March 1996.

7.2. Applicability. This supplement applies to all 437 AW and 315 AW personnel unless stated otherwise. Numbers in parenthesis refer to paragraphs in the preceding chapters to which it applies.

7.3. Recommended Changes. Submit suggested improvements to this instruction and local supplement on AF Form 847, Recommendation for Change of Publication, through squadron stan/eval to 437 OG/OGV. Reserve squadrons will forward AF Forms 847 through 315 OG/OGV who will then forward it to 437 OG/OGV.

7.4. Stan/Eval Organization/Manning.

7.4.1. Detailed Local Internal Organization. Not required.

7.4.2. OG Manning. (3.2.3.) Due to the variety of missions and qualifications of some units, additional aircrew positions in stan/eval may be authorized by operations group commander, as applicable for special mission qualifications. This should be limited to no more than one crewmember per crew position per special mission.

7.4.3. Flight examiner upgrade procedures and program.

7.4.3.1. Once the individual is identified for upgrade, contact the Aircrew Training System (ATS) contractor to schedule the candidate for the next available ATS flight examiner course.

7.4.3.2. Squadrons will forward a new list of squadron flight examiners, to include the newly certified flight examiner to OG/OGV within 5 days of the individual's Review and Certification (R&C) Board. Flight examiners will be listed in the squadron's trend report and recorded in the Standardization and Evaluation Board (SEB) minutes.

7.4.3.3. Flight examiner candidates will observe an evaluation prior to their certification unless previously qualified as an AMC flight examiner.

7.5. Control of Evaluations.

7.5.1. Completion and Processing of AF Form 8, Certification of Aircrew Qualification.

7.5.1.1. Use the 437 OGV Flight Evaluation Folder (FEF) Sample Guide as an aid to complete AF Forms 8. 437 OG/OGV will update this guide each November.

7.5.1.2. (6.1.2.) Crew Position Annotation. When accomplishing an AF Form 8, the highest qualification will be the intended position for that individual. If the individual is an evaluator and will continue to serve his unit as an evaluator, the crew position will be EP, EN, etc. If the individual is an instructor and will continue to serve his unit as an instructor, the crew position will be IP, IN, etc.

7.5.1.3. (6.1.3.) Flight Phase Annotation. "MSN" does not adequately describe the variety of AMC evaluations. To mirror the AF Form 942, Record of Evaluation, entry as required in paragraph A3.2.1.5., the following abbreviations may be used in parentheses following "MSN." [i.e., MSN (AIRLAND)]: AR, AR IP, BOT, PNAF, EN ROUTE, AIRDROP CP, AIRDROP WG, AIRDROP LD, AIRDROP IP, AIRDROP IN, SOLL II, TACTICAL, AIRLAND, FORM WG, FORM LD, SKE/VFR, CDS, CARGO. Evaluations that upgrade a pilot from co-pilot to first pilot or aircraft commander, and aircraft commander to instructor pilot are considered initial evaluations, IAW AFI 11-408/AMC1 glossary of terms. The following abbreviations should be entered after INTL: FP, MP, INSTR. Use the same rationale for other crew positions where appropriate. Both qualification and mission evaluations may be preceded by INTL if appropriate, i.e., INTL MSN (AIRDROP LD) or INTL QUAL. For C-141 airdrop navigators, INTL INSTR evaluation may be combined with INTL MSN (AIRDROP IN). Each entry may be made separately or combined. Those evaluations not preceded by INTL will be assumed to be recurring evaluations.

7.5.2. (A3.2.1.) Additional training follow-up. IAW MCI 10-202, Vol 1, paragraph A.3.1.1, the unit operations officer may waive the training folder requirement if additional training is limited. If the training folder requirement is waived, there will be not be a MC Form 46, Summary/Closeout Training Accomplishment Report, to transfer to the FEF, Tab 2. In this instance, if the additional training is required to clear a Q-2, the instructor's or flight examiner's remarks in the comments section of the Q-2 AF Form 8 will be the only documentation of who conducted the additional training and what was accomplished. If a training folder is initiated, transfer the MC Form 46 to the FEF, Tab 2, upon the completion of training. Retain a copy of the MC Form in the training folder for one year, IAW MCI 10-202, Vol 1, para A3.1.5. Whether a training folder is initiated or not, R&C Board minutes should reflect a discussion of the crewmember and his/her training recommendation/progress.

7.5.3. No-notice evaluation (N/N) program and goals.

7.5.3.1. The 437 and 315 OG no-notice goals are 15% of available (qualified to perform aircrew duties) crewmembers annually. N/N evaluations should be a sampling of all the unit's missions.

7.5.3.2. (4.3.6.) Evaluations flown by operations group flight examiners can be credited toward the examinee's squadron no-notice program goals. Spot evaluations will not be credited toward squadron no-notice program goals.

7.5.3.3. (4.3.6.3.) 437/315 OG/OGV no-notice or spot evaluations do not apply to the one no-notice/spot evaluation per calendar year restriction.

7.5.3.4. (4.3.6.4.) 437/315 OG flight examiners may administer N/N evaluations within the examinee's eligibility period.

7.6. Conduct of Evaluations:

7.6.1. Documentation.

7.6.1.1. (6.1.3.) Completion of AF Form 8, Certification of Aircrew Qualification, Expiration Date of Qualification. C-141 loadmaster initial airdrop evaluations may require an adjusted expiration date. For the first evaluation (heavy equipment or personnel) administered, enter the month and year 17 months after the month in which the flight phase of the evaluation was successfully completed. For the second evaluation (heavy equipment or personnel) administered, enter the same expiration date as entered on the first AF Form 8. This will align the expiration dates, ensuring the 17-month evaluation cycle is not exceeded. Example: SrA Jones completes an Initial Airdrop (Heavy Equipment) evaluation on 17 Apr 96. The expiration date entered on the AF Form 8 is Sep 97. SrA Jones then receives an Initial Airdrop (Personnel) evaluation on 2 Jun 96. The expiration date entered on the AF Form 8 is also Sep 97. When both evaluations are documented on the same AF Form 8, the expiration date must reflect the 17-month cycle of the first evaluation administered.

7.6.1.1.1. For initial airdrop Container Delivery System (CDS) evaluations, align the expiration date with the current recurring airdrop evaluation expiration date.

7.6.1.1.2. (6.1.4) Enter the following statement in the Comments block, under Examiner's Remarks when using an adjusted expiration date: "To align the 17-month evaluation cycle, the expiration date reflects date of Initial Airdrop or Recurring Airdrop (as applicable) (Heavy/Personnel, as applicable) evaluation."

7.6.1.2. (3.6.2.1. & A3.2.1.) Memorandum of (De-) Certification. The MEMO FOR RECORD format, is acceptable. Normally, the office authorized to sign the final approving officer block of the AF Form 8 signs the memorandum, or it is signed by the individual chairing the R&C Board. An administrative downgrade AF Form 8 can only be for cause. To downgrade without prejudice, prepare a memorandum of de-certification. Certifications and de-certifications independent of AF Form 8 evaluations are also recorded on the AF Form 1381, USAF Certification of Aircrew Training. File memos of (De-) Certification behind the AF Form 1381 in the individual's FEF.

7.6.1.3. (3.5.7.) If a memorandum of certification/de-certification is signed, it should be mentioned in the R&C Board minutes.

7.6.1.4. (4.8.1. & 6.1.) Less than Qualification Level One Grading: For Qualification Level 2 evaluations, additional training beyond the debriefing is required; completion of the DATE ADDITIONAL TRAINING COMPLETED block on the AF Form 8 indicates the crewmember is now Q-1. The instructor or flight examiner who completes the additional training is also required to enter a statement on the AF Form 8. This statement will contain relevant remarks about what was accomplished and who completed the additional training. Requiring this statement effectively closes a potential documentation gap since the unit operations officer, IAW AFI 10-202, A.3.1.1., may waive the requirement for a training folder due to the limited nature of the additional training. Without a training folder, there is no MC Form 46 to subsequently transfer to the FEF, Tab 2. An evaluation graded Q-3 will have a subsequent AF Form 8 showing successful ground or in-flight recheck. Additional training due dates are 2 months from the date of the Q-2 or Q-3, (e.g. additional training for a Q-3 flown on 30 Jun is due by 30 Aug.) Additional training due dates

for 315 OG personnel will be IAW AFI 11-408, para 4.9.1. For any evaluation where Q-3 performance is observed, when the additional training/recheck is accomplished during the debrief, the qualification level will be 3/1 on the AF Form 8 and AF Form 942. Q-3/1 should be reserved for those rare instances when, in the flight examiner's judgment, additional training will not constructively improve the examinee's performance and the unqualified activity is not likely to reoccur. A grade of Q-2/1 does not exist.

7.6.1.5. (3.5.7.2.1.) SOLL II Integral Aircrews (437 OG Only): To certify SOLL II integral aircrews after all required training and flight evaluations are completed, a SOLL II Crew Certification Letter (**ATTACHMENT 1 (Added)**) will be submitted for approval by 437 OG/OGS and the squadron Review and Certification Board. Forward a copy of the approved certification letter to the crewmembers stan/eval section, 437 OG/OGS, and 437 OG/CDS. Do not file in the individuals FEF or log in their AF Form 1381, USAF Certification of Aircrew Training.

7.6.2. Flight evaluations.

7.6.2.1. (4.3.3.) Mission Evaluations: Due to the variety of mission qualifications of Air Mobility Command crewmembers, 21 AF recognizes it is impractical to conduct all recurring mission evaluations in conjunction with recurring qualification evaluations. While it may be desirable to have these evaluations accomplished together, it may be necessary to have different evaluation windows for different mission qualifications. The same AF Form 8, Evaluation Reference Date (ERD), and expiration date will only be used for recurring and mission evaluations if both are conducted in the same calendar month and by the same flight examiner. Otherwise, use separate AF Forms 8.

7.6.2.2. (2.3.1.7.) Pyramid Waivers. The pyramid evaluation system is an essential element of Air Mobility Command's Standardization and Evaluation Program. To ensure adequate completion of this requirement, a written waiver of the pyramid evaluation is required if the next higher level is unable to complete the evaluation. Waiver authority is the next higher level of evaluation. NAF/DOV is the top of the pyramid. The next echelon is OG/OGV or equivalent. Senior squadron DOV or equivalent is the bottom of the pyramid. Written waiver of the pyramid evaluation is required prior to evaluation being administered and must be coordinated/requested no less than 30 days prior to the individual's expiration date.

7.6.2.3. (2.7.5.3.) ASEV Evaluations. If the group commander elects to allow an ASEV evaluation to be credited toward recurring evaluation requirements, all remaining items must be completed within 2 months or prior to the end of the second UTA for ARC units. In no instance will the end of the eligibility period be exceeded.

7.6.2.4. (4.3.6.6. & 4.3.) Special Interest Items. Evaluators will evaluate applicable special interest items listed in the Flight Crew Bulletin during all evaluations. Include specific comments on the AF Form 8 (either positive or negative) on special interest items if warranted.

7.6.2.5. (3.6.5.) 437/315 OG/OGV examiners may administer spot evaluations in both the C-17 and C-141.

7.6.2.6. (4.11.) Loss of Currency or Qualification. There is conflicting guidance concerning the flight evaluation requirement verbiage for loss of currency AFI 11-408 and MCI 10-202, Volumes 1, 4 and 7. Squadrons will follow the more restrictive guidance in AFI 11-408, restated here for clarity.

7.6.2.6.1. Noncurrent up to 2 months. Must complete with an instructor all delinquent items.

7.6.2.6.2. Noncurrent 2 to 6 months (unqualified). Must complete a flight evaluation given by a flight examiner in all unqualified areas. To regain qualification, complete a spot evaluation in the areas affected.

7.6.2.6.3. Noncurrent over 6 months (unqualified). Must complete initial qualification/mission requirements of aircrew training publication.

7.6.3. EPE/ATD evaluations.

7.6.3.1. (4.3.3.) Emergency Procedure Evaluation (EPE): Evaluations of emergency procedures have been and will continue to be a central element of Air Mobility Command's flight evaluations. While EPEs are required for all instrument, qualification, and mission evaluations that updates an evaluatee's ERD, the date entered for the EPE may differ from the date for the flight phase(s) of the evaluation. A selection of abnormal and emergency procedures and Bold Face items satisfies the EPE requirement. EPEs are accomplished at the discretion of the evaluator on the ground prior to the mission, in-flight, or in a combination of ground and in-flight phases. In order to document these evaluations, AFI 11-408 requires an entry on the AF Form 8. Entering EPE in the ground phase block of the AF Form 8 with a grade of either 3, 1, or 3/1 is simply new AF Form 8 documentation of traditional emergency procedure evaluations, be they verbal, hands-on, or in the simulator. The date entered will be the date of the last EPE event.

7.6.3.2. EPE topics may come from the Special Interest Items listed in the Flight Crew Bulletin. This list is not all inclusive but is the minimum to be covered on all applicable evaluations.

7.6.4. Formal course student evaluations.

7.6.4.1. Any evaluator who is current and qualified in the aircraft type and crew position may give formal course student evaluations.

7.6.5. Evaluation profiles.

7.6.5.1. C-141 Copilot Initial Airdrop. Initial copilots demonstrate ability to maintain formation position from the right seat in SKE and VFR formation during low-level and non-critical phases of flight, i.e., not between slowdown and DZ escape. Copilots are not required to fly the departure or arrival.

7.6.5.2. (4.3.3.4.4.6.) For both radar and map navigator initial SOLL II evaluation, the mission will include a low-level to a drop to ARAs (first one to a full stop, at least one to a go around). Grading criteria remain the same. If ARAs are done to a "no box" landing, annotate that on the AF Form 8 and in the certification section of the FEF.

7.6.5.3. (4.3.3.4.6.) Flight Engineer SOLL II. Initial and requalification SOLL II evaluations will, as a minimum, consist of the examinee performing inflight time warnings and procedures, a tactical onload and offload, and complete all engineer duties at the panel during an exercise/training mission with a user package under blacked-out conditions.

7.6.5.4. (4.3.3.4.) Loadmaster SOLL II. Initial and requalification SOLL II evaluations will, as a minimum, consist of the examinee performing inflight time warnings and procedures, and a tactical onload and offload during an exercise/training mission with a user package under blacked-out conditions.

7.6.5.5. (4.3.3.4.8 & 4.3.3.4.) Flight Engineer and Loadmaster SOLL II. Recurring evaluations will, as a minimum, consist of the examinee performing inflight time warnings and procedures, and a tactical onload or offload during an exercise/training mission with a user package under blacked-out conditions.

7.6.5.6. Procedures for Q-3 Evaluations (437 OG personnel only): A CAFB Form 15, Unsatisfactory Evaluation Notification, will be completed and delivered to 437 OG/OGV by 1300 on the first duty day, after completion of post mission crew rest. On this form, reasons for the unsatisfactory evaluation, history of any previous problems, restrictions and recommendations for corrective action will be specified.

7.6.5.7. Administrative Downgrades (437 OG personnel only): A CAFB Form 15, Unsatisfactory Evaluation Notification, will be completed and submitted as stated above in Procedures for Q-3 Evaluations.

7.7. Stan/Eval Board (SEB).

7.7.1. (3.3.3.6.4.) The Stan/Eval Board serves as the unit's best opportunity to standardize evaluation and training. This meeting is essential for effective unit operations and therefore chaired by the operations group commander. The SEB includes representatives from group and squadron stan/eval, training, operations management, and tactics. Wing safety, contractor and reserve personnel are invited to attend the 437 AW SEB.

7.7.2. (3.3.3.4.4.) 315 AW convenes SEBs on a semi-annual basis and reports trends to NAF semi-annually.

7.8. Unit Testing Program. Open Book Examinations. An examination for a mission qualification will be tied to the mission evaluation window. A separate open book test may be administered for each mission qualification emphasizing areas applicable to that qualification.

7.8.1. Open-Book question sources in addition to those listed in AFI 11-408.

7.8.1.1. For the C-141:

AMCR 55-4

AMCI 24-101

Loadmaster Airdrop Guide

T.O. 1-1C-1-31

T.O. 13C7-1-5

AFM 51-37

AMCR 55-40

Flight Information Handbook

FLIP, General Planning

FLIP, AP/1B

437 AW Navigator Instrument Guide

Flight Engineers Information Guide

Loadmaster's Airlift Information Guide

Aircrew Hazardous Materials Handbook

FCBs

7.8.1.2. For the C-17: Sources identified in the CBT tests.

7.8.1.3. (4.3.1.3.) Navigator IRC. All navigators will complete an instrument refresher course and examination in the same period as their open and closed-book exams.

7.8.1.4. (4.3.1. & 4.3.1.3.) IRC requirements for C-141 pilots, navigators and C-17 pilots are covered in ATS courses. C-141 pilots and navigators must still take the written instrument examination. The C-17 instrument examination is incorporated in the ATS refresher course.

7.8.2. Closed-Book question sources (for other than MQF). None.

7.8.3. Periodic testing program. Squadrons may conduct periodic testing for all flight crewmembers. Squadrons will detail their program in writing to include procedures for failed exams (i.e., additional training required and date due).

7.9. Supplementary Evaluation Program.

7.9.1. Supervisory Observation Program.

7.9.1.1. The supervisor observation program is a valuable management tool. It allows key supervisors in the squadrons see how their personnel are performing in their primary crew positions during actual training and operational missions. Supervisors are able to “pass on” the latest procedures, policies, and directives while receiving immediate feedback. It also allows for the evaluation/validation of en route mission support functions.

7.9.1.2. It is imperative that supervisors performing these flights establish a good working relationship with crewmembers on the mission. Supervisors must be accessible and responsive to all crewmembers. Supervisors should take immediate action to address and help correct any problems encountered during the mission. If the problem can’t be resolved at a local level, or within a reasonable period of time, appropriate agencies must be notified and/or applicable reports initiated by the aircraft commander or supervisor, e.g., AMC Form 54, Aircraft Commander’s Report on Services/Facilities.

7.9.1.3. 437/315 OG/CC, OG/CD, OG/OGV, squadron commanders, operations officers, flight commanders and superintendents, are authorized to conduct supervisor observation flights on any mission operated by their respective squadrons. These flights may be accomplished by qualified crewmembers either while performing primary crew duties or while not flying as a primary crewmember.

7.9.1.4. Supervisor observation flights are not intended to be checkrides nor are they intended to intimidate any individual. The crew as a whole should be observed and comments, good and bad, should be recorded. This doesn’t preclude observations on individual crewmembers from being included on the observation form. Observations should not be limited to the crew but should encompass all support activities such as command and control, billeting, facilities, etc.

7.9.1.5. Squadrons should detail their programs in writing to include individuals authorized to perform supervisory observations. The format used to record the observations is determined by the individual squadron but should be completed in a timely manner (normally within 5 working days). Observations will be reviewed by squadron stan/eval personnel and all trends noted should be included in the quarterly report to the operations group. 437 OG/OGV will report these trends during the SEB.

7.9.1.6. The supervisory observation program allows supervisors the opportunity to become better acquainted with their personnel while evaluating the support given by en route support agencies. Additionally, it gives the operations group the ability to share trend information, both good and bad, among the squadrons. This proactive program will help in resolving problems that arise in “the system”, help eliminate undesirable trends in aircrew activities, and promote desirable trends.

7.10. Aircrew Flight Manuals Program.

7.10.1. Control and distribution.

7.10.1.1. 437 AW squadron DOVs and 315 OG/OGV will provide the names of their flight manuals control officer/NCO and an alternate to 437 OG/OGV. 437 OG/OGV will in-turn provide the name of the

group manuals control officer/NCO to the squadrons as the POC for all publication actions not considered an emergency.

7.10.1.2. 437 OG/OGV will periodically require an update of the publication requirements from each unit. This will require an accurate forecast of the number of crewmembers in each crew position the unit believes it must support 4 months into the future. This list will be updated by the 15 of the first month of each quarter (Jan, Apr, Jul and Oct) and forwarded to 437 OG/OGV.

7. 10.2. AF Form 847 program.

7.10.2.1. Preparation. Follow instructions in AFI 11-215/AMC SUP 1, Flight Manuals Program, for unclassified AF Forms 847 and DOD 5200.1R/ARF 205-1 for classified AF Forms 847.

7.10.2.1.1. Originator will complete the AF Form 847 and send it to squadron stan/eval.

7.10.2.1.2. Squadron stan/eval will enter the unit office symbol sequence number in the unit block (e.g., 16 AS/DOV 95-01) and log the AF Form 847 in unit 847 control log.

7.10.2.1.3. Squadron chief of stan/eval will concur or nonconcur citing specific reasons and will forward all concur/nonconcur AF Forms 847 to group stan/eval within 45 working days.

7.10.2.1.4. Group stan/eval will log the AF Form 847 in the their control log and forward to chief of stan/eval to concur/nonconcur citing specific reasons. Group stan/eval will forward all concur/nonconcur AF Forms 847 to 21 AF within 10 working days.

7.10.2.1.5. AMC stan/eval will send all nonconcurrent AF Forms 847 back through the chain of command. 21 AF and MAJCOM have up to 45 days each to concur/nonconcur with AF Form 847.

7.10.2.2. Maintaining AF Form 847 Log. AF Form 847 logs should be reviewed once a quarter to determine disposition of all AF Forms 847. Squadrons will fax a copy of their 847 logs to 437 OG/OGV once a quarter to ensure 437 OG/OGV logs agree with squadron logs and are up to date. (i.e., control log numbers, date forwarded, and status concur/nonconcur). Send copy of 847 logs with quarterly trends data. AF Forms 847 will be purged from the control folder once they have been incorporated into regulations or have been returned from AMC with a noncurrence.

7.10.3. Annual review. Squadrons will review their Flight Publication Libraries annually using 437 OG/OGV Flight Crew Information File Index which is reviewed and distributed each January by 437 OG/OGV.

7.11. Squadron Program.

7.11.1. Flight evaluation folders (FEF). Flight evaluation folders will be maintained in the flying squadron the individual is attached to for flying. FEFs will be maintained in accordance with AFI 11-408/AMC1 Attachment 3, and 437 OG/OGV FEF folder sample. The 437 OG/OGV FEF folder sample will be updated each November by 437 OG/OGV and distributed to the squadrons and 315 OG/OGV.

7.11.2. Flight publications/AF Forms 847. Squadrons should detail procedures in writing if further clarification is required to meet Chapter 7, para. 7.10. requirements of this instruction. Publication checks should be accomplished IAW guidance published in the FCBs.

7.11.3. Flight Crew Information File (FCIF). Squadrons will establish procedures to ensure deployed aircrews (i.e., Pacific Strategic Intertheater Deployment, PSID, crews) have access to current FCIF information (Form 446, Flight Crew Information File, and Flight Crew Bulletins.)

7.11.4. Go/No Go procedures. Schedulers will ensure crewmembers are current and qualified IAW MCI 10-202 for their assigned mission. They will also ensure crewmembers meet any special requirements listed on the FRAG.

7.11.5. Completion/documentation of flight evaluation requisites.

7.11.5.1. Upgrade evaluations: Schedulers will coordinate with squadron stan/eval and training office to ensure that all requisites have been completed and the individual has a statement in their training guide recommending them for an evaluation. The individual's training guide should also be reviewed by squadron training and squadron operations prior to scheduling the individual for an evaluation.

7.11.5.2. Recurring evaluations: Schedulers will coordinate with squadron stan/eval and training office to ensure that all requisites (if any) have been accomplished prior to scheduling the individual for an evaluation.

7.11.5.3. Although the requirement to complete tests prior to the evaluation no longer exists, it is highly recommended that individuals complete all required testing within the first 2 months of their eligibility period. This will aid in the timely completion and filing of AF Forms 8.

7.11.6. AF Form 8 routing and filing to include Reviewing and Approving officials.

7.11.6.1. Reviewing officials will be designated in writing and kept on file in the squadron's stan/eval office.

7.11.6.2. Squadrons must have a process in writing to ensure AF Forms 8 are completed in an accurate and timely manner. One area of concern is to ensure that all requisite testing is completed prior to the expiration of eligibility period or 2 months after the evaluation, whichever comes first.

7.12. Aircrew Trends Program.

7.12.1. The 437/315 AW's Aircrew Trends Program consolidates contractor training trends (i.e., Flight Safety, and McDonnell Douglas), supervisor observation reports, aircrew tests, training missions (non-school house for C-17s), and flight evaluations. The above information is presented in a standardized report by the squadrons and reported quarterly during the SEB.

7.12.2. Squadrons will report trends using a standardized report (see [ATTACHMENT 2 \(Added\)](#) for C-141B and [ATTACHMENT 3 \(Added\)](#) for C-17). This report is due quarterly on the 15th of the first month each quarter. If the 15th falls on a weekend or holiday, the report is due the last duty day prior to the 15th. Squadrons should post a copy of the report in the squadron so squadron members may review it. Trends should be discussed at squadron instructor and flight examiner meetings.

7.12.3. Operations Group Stan/Eval will combine the squadron reports and brief noted trends at the SEB. 437 OG/OGV will forward trends to NAF quarterly. 315 OG/OGV will forward trends to NAF semi-annually.

7.12.4. The following areas are required on the Trends Report:

7.12.4.1. Contractor Training Trends. OG/OGV will call the contractors directly for trend information; however, contractor participation is voluntary. They are not required by contract to participate.

7.12.4.2. Supervisor Observation Trends. List supervisor observation trends in the format shown on the sample trends report. Squadrons may use their own version of the Supervisor Observation Report, however, all areas listed on the 437 OG version must be included.

7.12.4.3. Aircrew Test Trends. Organize the aircrew test trends according to crew position. Include total number of tests taken, failed and organized by test type. In addition, list weak areas for instructors and evaluators to examine on future training missions and evaluations. This part of the aircrew test trends is the most important, so be as specific as possible and list as many weak areas as is necessary. Since C-17 units do not take annual tests, they do not need to provide these trends.

7.12.4.4. Training Missions (Non-school House). This may include either local or off-station missions. Each squadron stan/eval will determine how these trends will be tracked and obtained. One option is for each unit's training office or equivalent provide these inputs from training folders.

7.12.4.5. Flight Evaluation Trends. Organize flight evaluation trends according to crew position. Each squadron stan/eval may determine how these trends are tracked. The latest version of Aircrew Trends Management Program (ATMP) will compile all the information required on the report and may be used to track the trends.

7.13. Definitions of Terms.

7.13.1. Administrative Downgrade. As used in AFI 11-408/AMC1, requires an AF Form 8. It is used to downgrade individuals in cases relating to cause.

7.13.2. Decertification. As used in AFI 11-408/AMC1, does not require an AF Form 8. It is used to downgrade individuals without prejudice (i.e., individuals downgraded from instructor qualification because their new duties do not allow them to maintain enough proficiency to perform at an instructor level).

ATTACHMENT 1 (Added)

SAMPLE SOLL II CERTIFICATION LETTER

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 437TH AIRLIFT WING (AMC)



DD Mon YY

MEMORANDUM FOR 437 OG/OGS AND 16 AS/CC

FROM: 16 AS/DOXT

107 East Hill Blvd.

Charleston AFB SC 29404-5027

SUBJECT: SOLL II Certification Letter

1. This letter certifies SOLL II crew 16-X for operations specified AMCI 11-241, Volume 27.

2. The integral crewmembers are:

Aircraft Commander:	Last,First M.	Capt	XXX-XX-XXXX
Copilot: Last,	First M.	Capt	XXX-XX-XXXX
Radar Navigator:	Last,First M.	Capt	XXX-XX-XXXX
Primary Engineer:	Last,First M.	Ssgt	XXX-XX-XXXX
Primary Loadmaster:	Last,First M.	Ssgt	XXX-XX-XXXX

3. This letter will be maintained by 16 AS/DOXT, 16 AS/DOV, 437 OG/OGS, 437 OG/OGV and 437 OG/CDS. 16 AS/DOXT will forward the required copies. Changes to this crew will require a new letter. Do not file this letter in individual crewmember FEFs or log on CAFB Form 4.

4. This letter supersedes letter dated DD Mon YY, same subject.

MATHEW M. ROUSH, Capt, USAF
Chief of SOLL II Operations

1st Ind, 16AS/DO

TO: 16 AS/CC
Concur/Nonconcur

JACK C. GUNDRUM, Lt Col, USAF
Operations Officer, 16th Airlift Squadron

2nd Ind, 16AS/CC
Approved/Disapprove

MICHAEL C. JACKSON, Lt Col, USAF
Commander, 16th Airlift Squadron

cc:

1. 16 AS/DOV
2. 437 OG/OGS
3. 437 OG/CDS
4. 437 OG/OGV

ATTACHMENT 2 (Added)

SAMPLE C-141 SQUADRON AIRCREW TRENDS REPORT

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 437TH AIRLIFT WING (AMC)



8 Jul 96

MEMORANDUM FOR 437 OG/OGV

FROM:XX AS/CC (C-141 Squadron)

SUBJECT: XX AS Aircrew Trends for Period 1 Apr - 30 Jun 96

1. Aircrew Testing. (Specify separately each type of test administered by crew position)

	<u>#Tested</u>	<u># of Failures</u>	<u>Failing Grades</u>
a. Pilot	XX	X	XX, XX %

Trends:

	<u># Tested</u>	<u># of Failures</u>	<u>Failing Grades</u>
b. Navigator	X	X	

Trends:

	<u># Tested</u>	<u># of Failures</u>	<u>Failing Grades</u>
c. Flight Engineer	XX	X	

Trends:

	<u># Tested</u>	<u># of Failures</u>	<u>Failing Grades</u>
d. Loadmaster	XX	X	

Trends:

2. Supervisor/Observation Report Trends. (Specify the total number of supervisory observations and list trends noted for the following categories)

- a. Crew.
- b. Command and Control.
- c. En route Support.

d. Facilities.

e. General Comments.

3. Training Mission Trends.

a. Pilots.

b. Navigators.

c. Flight Engineers.

d. Loadmasters.

4. Flight Evaluation Trends. Report evaluations by crew position and type of evaluation (INSTM (as required), QUAL, and MSN). Include EPE and initial instructor when applicable.

	<u>Total</u>	<u>Scheduled</u>	<u>No-Notice</u>	<u>Q-1</u>	<u>Q-2</u>	<u>Q-3</u>
a. Pilot	X	X	X	X	X	X
Total Pilot Evaluations	XX	XX	X	XX	X	X

Pilot trends:

	<u>Total</u>	<u>Scheduled</u>	<u>No-Notice</u>	<u>Q-1</u>	<u>Q-2</u>	<u>Q-3</u>
b. Navigator	X	X	X	X	X	X
Total Navigator Evaluations	XX	XX	X	XX	X	X

Navigator trends:

	<u>Total</u>	<u>Scheduled</u>	<u>No-Notice</u>	<u>Q-1</u>	<u>Q-2</u>	<u>Q-3</u>
c. Flight Engineer	X	X	X	X	X	X
Total Flight Engineer Evaluations	XX	XX	X	XX	X	X

Flight Engineer trends:

	<u>Total</u>	<u>Scheduled</u>	<u>No-Notice</u>	<u>Q-1</u>	<u>Q-2</u>	<u>Q-3</u>
d. Loadmaster	X	X	X	X	X	X

Total Loadmaster Evaluations	XX	XX	X	XX	X	X
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Loadmaster trends:

e. Outstanding Performers: (Specify the total number of evaluations for all crew positions, the total number of outstanding performers and report the percentage of outstanding performances)

<u>Total</u>	<u>Outstanding Performers</u>	<u>Percentage</u>
XX	X	X%

5. Flight Examiner Roster: List all assigned flight examiners by rank, name, and crew position. Report the senior flight examiner for each crew position.

6. A copy of this report has been posted on the bulletin board in the XX AS for everyone to read. If you have any questions please call Maj Gundrum at x2162.

KIP L. SELF, Lt Col, USAF
Commander, XX AS

ATTACHMENT 3 (Added)

SAMPLE C-17 SQUADRON AIRCREW TRENDS REPORT

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 437TH AIRLIFT WING (AMC)



8 Jul 96

MEMORANDUM FOR 437 OG/OGV

FROM:XX AS/CC (C-17 Squadron)

SUBJECT: XX AS Aircrew Trends for Period 1 Apr - 30 Jun 96

1. ATD Evaluations: Report by type of evaluation.

	<u>Total</u>	<u>Q-1</u>	<u>Q-2</u>	<u>Q-3</u>
Pilot	X	X	X	X

Total Pilot ATD Evaluations	XX	XX	X	X
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Pilot trends:

2. Supervisor/Observation Report Trends. (Specify the total number of supervisory observations and list trends noted for the following categories)

- a. Crew.
- b. Command and Control.
- c. Enroute Support.
- d. Facilities.
- e. General Comments:.

3. Training Mission Trends.

- a. Pilots.
- b. Loadmasters.

4. Flight Evaluation Trends. Report evaluations by crew position and type of evaluation (INSTM (as required), QUAL, and MSN). Include EPE and initial instructor when applicable.

	<u>Total</u>	<u>Scheduled</u>	<u>No-Notice</u>	<u>Q-1</u>	<u>Q-2</u>	<u>Q-3</u>
a. Pilot	X	X	X	X	X	X

Total Pilot Evaluations	XX	XX	X	XX	X	X
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Pilot trends:

	<u>Total</u>	<u>Scheduled</u>	<u>No-Notice</u>	<u>Q-1</u>	<u>Q-2</u>	<u>Q-3</u>
b. Loadmaster	X	X	X	X	X	X

Total Loadmaster Evaluations	XX	XX	X	XX	X	X
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Loadmaster trends:

c. Outstanding Performers: (Specify the total number of evaluations for all crew positions, the total number of outstanding performers and report the percentage of outstanding performances)

<u>Total</u>	<u>Outstanding Performers</u>	<u>Percentage</u>
XX	X	X%

5. Flight Examiner Roster: List all assigned flight examiners by rank, name, and crew position. Report the senior flight examiner for each crew position.

6. A copy of this report has been posted on the bulletin board in the XX AS for everyone to read. If you have any questions please call Maj Gundrum at x2162.

KIP L. SELF, Lt Col, USAF
Commander, XX AS

RICHARD J. CASEY, Colonel, USAF
Commander, 437th Operations Group